

## Creating Contacts in Outlook Web Access

Outlook Web Access (OWA) is the email application that KUSD provides for District employees. A contact is a person or organization that you send email messages to.

- 1 Start Safari, go to OWA, and log in.
- 2 Before creating a contact, you need their information. At a minimum, you need the contact's name and email address. For a KUSD employee, if you don't know their email address, you can search for it.
  - In the tool bar at the top, click the Address Book.



- Enter the person's name. You can use either the last name, the first name, or both.

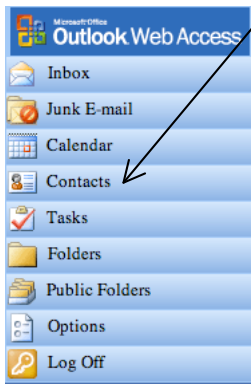
A screenshot of the 'Find Names' dialog box. It has a title bar 'Find Names' and several input fields: 'Display Name:', 'Last Name:' (containing 'Irvine'), 'First Name:', 'Title:', 'Alias Name:', 'Company:', 'Department:', 'Office:', and 'City:'. Below these fields is a table with columns: 'Name', 'Phone', 'Office', 'Title', 'Company', and 'Alias'. The table contains the text 'Please enter the search information in one or more fields.' and a 'Find' button. An arrow points from the 'Find' button to the 'Find' button in the next image.

- Click the  button.

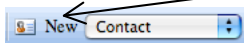
A screenshot of the 'Find Names' dialog box showing search results. The 'Last Name' field contains 'Irvine'. The table below the fields shows two results: 'Elisa Irvine' with alias 'eirvine' and 'Paul Irvine' with alias 'pirvine'. An arrow points from the 'Find' button in the previous image to the 'Find' button in this image. Another arrow points from the 'Find' button in this image to the 'Find' button in the next image.

All the persons in the District's Global Addresses that match the name you entered appear in the bottom of the window with the first part of their email address. Just add @kUSD.edu in the contact information in following steps.

- 3 To create a contact, click Contacts in the navigation bar on the left side of the OWA window.



- 4 In the main mail window, click New.



- 5 Enter the contact's information, their name and email address at the minimum.

A screenshot of the 'New Contact' form in Outlook Web Access. The form is divided into several sections. The top section contains fields for 'Last Name', 'First Name', 'Middle Name', 'Job title', 'Company', and 'File As'. The middle section contains fields for 'Business Phone', 'Home Phone', 'Mobile Phone', and 'Assistant Phone'. The bottom section contains fields for 'Business Address', 'Mailing address', 'Street', 'City', 'State/Province', 'Postal Code', 'Country/Region', 'Display Name', 'E-mail address', and 'Web page address'. On the right side of the form, there are two lists of phone numbers and email addresses. The first list includes 'Assistant Phone', 'Business Phone 2', 'Business Fax', 'Callback Phone', 'Car Phone', 'Company Phone', 'Home Phone 2', 'Home Fax', 'ISDN', 'Other Phone', 'Other fax', and 'Pager'. The second list includes 'E-mail', 'E-mail 2', 'E-mail 3', 'Home Address', 'Business Address', and 'Other Address'. Arrows point from the 'New' button to the 'New Contact' link, and from the 'New Contact' link to the 'New Contact' form. An arrow points from the 'Assistant Phone' dropdown to the 'Assistant Phone' list. Another arrow points from the 'Business Address' dropdown to the 'Business Address' list. A third arrow points from the 'E-mail' dropdown to the 'E-mail' list. A fourth arrow points from the 'Save' button to the 'Save' button.

- 6 Click Save.